

SENIOR OFFICE ASSISTANT - HARTSDALE PUBLIC PARKING DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs a variety of complex clerical office procedures and financial record keeping functions necessary for the efficient operation of the Hartsdale Public Parking District. This is a responsible position that involves a high degree of interaction with the general public; therefore, an ability to deal well with the public is essential. The incumbent is expected to exercise independent judgment over matters assigned, and must have skill in the operation of a computer using various software applications to perform office functions. In addition, the incumbent performs the duties of a parking enforcement officer when necessary. Supervision over other personnel may be required in the absence of the Manager. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides general administrative/clerical support service to enhance the operation of the parking district;

Prepares requisitions and maintains inventory of office forms and supplies;

Accepts and processes permit applications for the commuters and residents of the area; receives and collects all fees, and prepares fees for deposit on a daily basis;

Records income and prepares reconciliation of monthly statements;

Maintains all files pertaining to issuance of permits within the jurisdiction; issues the Security Access Codes and maintains database for these codes;

Maintains a daily log of meters requiring repair or maintenance;

Responds to inquiries from the Courts with regard to violations claiming malfunctioning meters;

Answers telephone, greets walk-ins at service window, advises the public on questions pertaining to permit applications, and routes problems to the proper authority;

Acts as a parking enforcement officer for the parking facilities when necessary, and has the authority to issue summons;

Responds to complaints and deletes security codes from the gates for offenders of the policy;

Accompanies meter collector on his rounds as needed;

Supervises and assigns work to parking district staff in the absence of the Manager;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office terminology , procedures, equipment, business arithmetic and business English; good knowledge of the functioning of a parking district office and the issuance of parking permits; good knowledge of modern methods of keeping and checking financial records; good knowledge of office record keeping practices; good supervisory skills; familiarity with financial and/or text software packages (i.e. Excel, Microsoft Access, Microsoft Word, QuickBooks, FreshBooks, etc.); ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to deal effectively with the public; accuracy; dependability; initiative; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience which involved financial record keeping functions using automated systems and various software applications to maintain records and produce correspondence or spreadsheets.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for each year of the above stated experience, up to a maximum of two (2) years. There is no substitution for the additional two (2) years of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.